Who?
What?
When?
Where?
Why?
How?

Writing Effective Introductory Paragraphs
Does my introductory paragraph:
- ✓ tell readers what my report is about?
- ✓ use interesting and descriptive words?
- ✓ get the reader's attention and make him or her want to continue reading?
- ✓ stick to one topic?
- ✓ have a topic sentence?
- ✓ have supporting sentences that give details and facts about the topic?
- ✓ contain

When writing reports for school classes, the first word of the first sentence of each paragraph must be indented. It's customary for the first word to be indented about five spaces from the left margin.